

11. *Promotion to Class II :*

11.1 Officers in Class III of the Service will be appointed on promotion to Class II—

- (a) on the results of an examination for promotion of officers in Class III of the Service ; or
- (b) on completion of a prescribed period of service.

11.2 *Examination for Promotion :* Promotion to Class II will be made on the results of a written examination conducted by the Commissioner General of Examinations on behalf of the Director General. (The regulations and the syllabus for the examination for promotion to Class II are given in Appendix V)

11.2.1 *Eligibility :* Officers in Class III of the Service confirmed in their appointments and having four years of active and satisfactory service are eligible to sit this examination.

11.2.2 The examination for promotion to Class II will be held every year by the Commissioner General of examinations on behalf of the Director General. The date of passing the promotion examination and the date of completion of five years of satisfactory active service, whichever comes first, will be reckoned as the date of candidate successful in the examination qualified for promotion to Class II.

11.2.3 *The Method of Application :* The method of application shall be as published in the *Gazette*.

11.3 Promotion on completion of the prescribed period of service.

11.3.1 Officers who have completed fifteen (15) years of active satisfactory service and five (5) years of satisfactory service in Class III of the Service as at that date and confirmed in the Service will be appointed on promotion to Class II. (Application should be made as per specimen in Appendix VI).

12. *Promotion to Class I :*

12.1 Officers in Class II will be appointed on promotion to Class I—

- (a) on the results of an examination conducted for officers in Class II of the Service or
- (b) on completion of a prescribed period of service.

12.2 *Examination for Promotion :* Promotion to Class I will be made on the results of a written examination conducted by the Commissioner General of Examinations on behalf of the Director General. (The regulations and syllabus for the examination for promotion to Class I are given in Appendix VII).

12.2.1 *Eligibility :* Officers who have completed ten (10) years of active service and five years of satisfactory service in Class II of the Service as at that date and have passed the Efficiency Bar Examination in Class II will be eligible to sit this examination. The date of the examination will be reckoned as the date a candidate who has passed the examination qualifies for promotion to Class I of the Service.

12.2.2 *The Method of Application :* The method of application shall be as published in the *Gazette*.

12.3 *Promotion on completion of the prescribed period of service :* Officers who have completed fifteen (15) years of active service in Class II and five years of satisfactory service as at that date and have passed the Efficiency Bar Examination in Class II will be appointed, on promotion to Class I. (Applications should be made as per specimen form in Appendix VIII)

13. *Promotion to Supra Class :*

13.1 Appointments to the Supra Class will be made—

- (a) on the results of a Limited Competitive Examination conducted by the Commissioner General of Examinations on behalf of the Commission ; or
- (b) by promotion on merit based on the results of a competitive examination as well as seniority in service and experience.

13.2 *Limited Competitive Examination :* Appointments to not more than 35% of the vacancies in the Supra Class will be made on the results of a Limited Competitive Examination. Appointments will be given to eligible candidates after their eligibility is checked by a Board of Interview appointed by the Commission.

13.2.1 *Eligibility :*

- (a) Officers in Class I of the Service ;
- (b) Officers in Class II who have completed a minimum of 8 years' active service ; and
- (c) Officers in Class I and Class II who are graduates

who have completed the period of satisfactory service are eligible to sit this examination.

13.2.2 *Method of Application :* The method of application shall be as published in the *Gazette*. (Particulars of the examination are given in Appendix IX of the Minute).

13.3 *Promotion on Merit :* 65 percent of the vacancies in the Supra Class will be filled by promotion on merit. For this purpose the order of priority will be determined on the aggregate of marks secured by the candidate in an Aptitude Test conducted by the Commissioner of Examination on behalf of the Commission and the marks awarded by a Board appointed by the Commission on the basis of seniority and experience. The candidates will be required to present themselves for interview by a Board appointed by the Commission to scrutinize their qualifications. No marks will be awarded at this interview.

13.3.1 *Eligibility :* Officers who have completed a minimum of 5 years active and satisfactory service in Class I as at the prescribed date will be eligible.

13.3.2 *Method of Application :* A circular calling applications will be issued by the Director General of Combined Services on behalf of the Commission. (Particulars of the examination are given in Appendix X of the Minute).

14. Absorption of serving officers in the Services herein mentioned, into the Public Management Assistants' Service.

14.1 All serving officers who are in Class II B, Class II A, Class I and the Supra Class in the Government Shroffs' Service, the General Clerical Service, the Typists' Service, the Book-keepers' Service and the Store-keepers' Service and all officers who are in Grade II, Grade I and the Supra Grade of the Government Stenographers' Service will, on declaration of their option, be absorbed in to the Public Management Assistants' Service from the date this Minute comes into effect. (Appendix XIII)

14.2 The absorption process will take effect as follows :—

<i>Present Grade</i>	<i>Proposed Grade</i>
11 'B' of the Service	Class III
II 'A' /II of the Service	Class II
I of the Service	Class I
Supra Class	Supra Class

*Note.*—Officers who have completed 07 years in Class II B as at the date of absorption into the Service will be promoted to Class II of the Service with effect from the date they complete 10 years in that grade, provided they have fulfilled the qualifications.

14.3 *Interim Provisions.*—In respect of serving officers a grace period of 3 years from the effective date of this Minute, will be granted for the application of the provisions of the Minute, during which period they should acquire the qualifications stipulated in the new Minute. Here qualifications consist in passing the Efficiency Bar Examination, the examination in the second language and the test in the use of the computer. the officers who have already passed the Efficiency Bar Examination in Class II need not fulfill the requirement with regard to the second language.

14.4 Officers entitled to appointment to a pensionable post, who do not opt for absorption into the Public Management Assistants' Service will be entitled to the privileges under Sections 2 and 7 of the Minute on Pensions. An officer who does not opt to be absorbed into the new service should furnish a declaration to that effect, to the Appointing Authority through his Head of Department, before the lapse of 03 months from the date on which the new Minute is published in the *Gazette*. Accordingly the officer will be retired on the hypothetical salary, with all due increments he would have received, had he been in his former service on the day he exercised his option or the last day he reported for work, whichever day comes later. This procedure will cease to operate from the date 03 months after the date that the new Minute is published in the *Gazette*. Any officer who has failed to exercise his option within the 03 months will be subject to compulsory retirement.

14.5 Absorption and conversion of salaries shall be implemented as applicable from the effective date of this Minute. Salary conversion shall be made on a step by step basis.

15. Any right, privilege or entitlement enjoyed by an officer in his previous service will not be denied to him due to any change in the designation on absorption into the Service.

16. *Language Proficiency.*—Every officer shall be subject to the rules and regulations now in force and that may be enacted in the future for the implementation of the Official Language Policy, as embodied in Chapter 4 of the Constitution.

17. *Matters not provided for in the Minute.*—Matters not provided for in the Minute shall be determined by the Commission.

## APPENDIX I

(vide paragraph 13 of the Minute)

### SCHEDULE

Administrative Officer	—	President's Office
Administrative Officer	—	Prime Minister's Office
Administrative Officer	—	Office of the cabinet of Ministers
Administrative Officer	—	Auditor-General's Department
Administrative Officer	—	Office of the Leader of the House
Administrative Officer	—	Office of the Chief Government Whip
Administrative Officer	—	Office of the Leader of the Opposition
Administrative Officer	—	Department of the Commissioner of Elections
Administrative Officer	—	Office of the Judicial Service Commission
Administrative Officer	—	Office of the Parliamentary Commissioner for Administration (Ombudsman)
Administrative Officer	—	Office of the Public Service Commission ; and

the post of Administrative Officer in all Ministries and Departments under them, (except the Department of Health, Department of Railways and the Department of Posts) and of Divisional Secretariats, belong to the Supra Class of the public Managements Assistants' Service.

## APPENDIX II

### Open Competitive Examination for recruitment to Class III of the Public Management Assistant's Service

(vide paragraph 8 : 1 : 3 of the Minute)

1. Selection to the Service will be on the results of a Competitive Examination. The subjects for the examination and the marks allocated for each subject are given below. Marks will be deducted for illegible handwriting and spelling mistakes.

The Examination will consist of two papers :

	Marks	Duration
1 Language proficiency	100	1 1/2 Hours
2 Aptitude	100	1 Hour

1. Language Proficiency.—This paper will consist of questions to test the candidate's ability of expression, comprehension, spelling and knowledge in the application of simple rules of grammar.

Aptitude.—This paper will consist of question to test the candidate's skill at numbers, power of reasoning and general intelligence.

(These papers will be designed to test the aptitude and ability of the candidate to perform his official duties.)

Despite this being a Competitive Examination, candidates are expected to secure at least 40% of the marks allocated for each subject and an aggregate of at least 50% of the total marks of the Examination. Appointment will be made strictly in the order of the marks secured, depending on the number of vacancies set apart to be filled on the results of the Competitive Examination.